RESOURCE AND PATIENT MANAGEMENT SYSTEM

Accounts Receivable
(BAR)

Patch 1 Addendum

Version 1.7 Patch 1
June 2003

TABLE OF CONTENTS

1.0   Introduction

Please review these changes and add a copy of them to any printed documentation your site may be using for Accounts Receivable v1.7. These changes will be integrated into future versions of the software and user manuals and will no longer be considered an addendum at the time of the next release.

Patch 1 of Accounts Receivable v1.7 contains the following changes:

- Enhancements of two reports:
  - o Period Summary Report (PSR)

    This report has been rewritten to use the Transaction file. You may run the report for any date range desired. More detail has been added to the report, allowing better tools for reconciliation. The report has two new sorting criteria and one new report type summary. (Section 2.1)

  - o Age Summary Report (ASM)

    This report has been expanded to allow sorting by Discharge Service. Also, bill level detail has been added, allowing better tools for reconciliation. The report has two new sorting criteria and one new report type summary. (Section 2.2)

This addendum does not include all changes included in BAR v1.7 patch 1. To see a list of all changes and fixes included in this patch, please see BAR v1.7 patch 1 notes file.

2.0   Patch 1

2.1   Period Summary Report (PSR)

This report has been rewritten to use the Transaction file. You may run the report for any date range desired. More detail has been added to the report, allowing better tools for reconciliation. Also, new parameters have been added , providing better report customization. The report can be run using the same parameters as the AGE summary report. Discharge and Insurer Type are two new sorting criteria selections. New summarizing report type by Bill w/in Payer w/in Allowance Category/Billing Entity/Insurer Type when Allowance Category, Billing Entity or Insurer Type is selected as the sorting criteria.

> **Note**: This report will contain data for Visit location(s) regardless of Billing location.

Running the new PSR report

1. Type PSR at the "Select Financial Reports Menu Option:" prompt in the Financial Reports menu located in the A/R Reports menu.

2. Type the name of a location at the "Select Location:" prompt or press the Return key at the blank "Select Location:" prompt to select ALL locations. If you enter a location name, you will only be allowed one location.

```
   ADA    Advise of Allowance RPT
   PSR    Period Summary Report
   STA    A/R Statistical Report
   TAR    Transaction Report

Select Financial Reports Menu Option: PSR  Period Summary Report



         +-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+
         |           ACCOUNTS RECEIVABLE SYSTEM - VER 1.7          |
         +               Period Summary Report                    +
         |                  DULCE HEALTH CENTER                    |
         +-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+
     User: User, User             BUSINESS OFFICE    4-JUN-2003 10:21 AM

NOTE:  This report will contain data for VISIT location(s) regardless of
       BILLING location.

Select Visit LOCATION: [RET] ALL
```

Figure 2-1: Running the new PSR report (steps 1-2)

3. Type the number of one of the options (1-7) at the "Select Criteria for Sorting:" prompt. See Figure 2-2 for a list of your options. Steps 3a-3g provide will information on each of the options.

```
     Select one of the following:

          1          A/R ACCOUNT
          2          CLINIC TYPE
          3          VISIT TYPE
          4          DISCHARGE SERVICE
          5          ALLOWANCE CATEGORY
          6          BILLING ENTITY
          7          INSURER TYPE

Select criteria for sorting: 6  BILLING ENTITY
```

Figure 2-2: Using the new PSR report (step 4)

a. If you select 1 (A/R Account), type an A/R account number at the "Select A/R Account:" prompt. If you want to select ALL A/R accounts, press the Return key at a blank "Select A/R Account:" prompt. After typing the first account number, you can type another A/R account number at the "Select Another A/R Account:" prompt. You may also type ?? to see a list of available options.

```
Select criteria for sorting: 1  A/R ACCOUNT

Select A/R Account: ALL//  UN-ALLOCATED
Select Another A/R Account: NEW MEXICO BC/BS INC
Select Another A/R Account: [RET]
```

Figure 2-3: Using the new PSR report (step 4a)

b. If you select 2 (Clinic Type), type a clinic name at the "Select Clinic:" prompt. If you want to select all clinics, press the Return key to accept the default of All. You can type another clinic name at the "Select Another Clinic:" prompt. You may also type ?? to see a list of available options.

```
Select criteria for sorting: 2  CLINIC TYPE

Select Clinic: ALL// CARDIAC            02
Select Another Clinic: Pediatric           20
Select Another Clinic: [RET]
```

Figure 2-4: Using the new PSR report (step 4b)

c. If you select 3 (Visit Type), type a visit type at the "Select Visit Type:" prompt. You can type another visit type at the "Select Another Visit Type:" prompt. If you want to select all visit types, press the Return key to select the default of ALL. You may also type ?? to see a list of available options.

```
Select criteria for sorting: 3  VISIT TYPE

Select Visit Type: ALL// 2  EPSDT W/O REFERRAL
Select Another Visit Type: 111  INPATIENT
Select Another Visit Type: [RET]
```
Figure 2-5: Using the new PSR report (step 4c)

d. If you select 4 (Discharge Service), type a discharge service at the "Select Discharge Service:" prompt. You can type another discharge service at the "Select Another Discharge Service:" prompt. If you want to select all discharge services, press the Return key at a blank "Select Discharge Service:" prompt. You may also type **??** to see a list of available options.

```
Select criteria for sorting: 4  DISCHARGE SERVICE

Select Discharge Service: ALL// [RET] ALL
```
Figure 2-6: Using the new PSR report (step 4d)

e. If you select 5 (Allowance Category), select from the list of options and type the number of an allowance category at the "Select Type of Allowance Category to Display:" prompt. If you want to select all categories, press the Return key at a blank "Select Type of Allowance Category to Display:" prompt.

```
Select criteria for sorting: 5  ALLOWANCE CATEGORY

      Select one of the following:

           1         MEDICARE
           2         MEDICAID
           3         PRIVATE INSURANCE (INS TYPES P H F M)
           4         CHIP
           5         OTHER          (INS TYPES W C N I)

Select TYPE of ALLOWANCE CATEGORY to Display: [RET] ALL
```
Figure 2-7: Using the new PSR report (step 4e)

f. If you select 6 (Billing Entity), select from the list of options and type the number of billing entity at the "Select Type of Billing Entity to Display:" prompt. If you want to select all categories, press the Return key at a blank "Select Type of Billing Entity to Display:" prompt.

```
Select criteria for sorting: 6  BILLING ENTITY

     Select one of the following:

          1          MEDICARE
          2          MEDICAID
          3          PRIVATE INSURANCE
          4          NON-BENEFICIARY PATIENTS
          5          BENEFICIARY PATIENTS
          6          SPECIFIC A/R ACCOUNT
          7          SPECIFIC PATIENT
          8          WORKMEN'S COMP
          9          PRIVATE + WORKMEN'S COMP
          10         CHIP

Select TYPE of BILLING ENTITY to Display: 1  MEDICARE
```

Figure 2-8: Using the new PSR report (step 4f)

g. If you select 7 (Insurer Type), select from the list of insurer types and type the number of insurer type at the "Select Insurer Type to Display:" prompt. If you want to select all categories, press the Return key at a blank "Select Insurer Type to Display:" prompt.

```
Select criteria for sorting: 7  INSURER TYPE

     Select one of the following:

          H          HMO
          M          MEDICARE SUPPL.
          D          MEDICAID FI
          R          MEDICARE FI
          P          PRIVATE INSURANCE
          W          WORKMEN'S COMP
          C          CHAMPUS
          F          FRATERNAL ORGANIZATION
          N          NON-BENEFICIARY (NON-INDIAN)
          I          INDIAN PATIENT
          K          CHIP (KIDSCARE)

Select INSURER TYPE to Display: [RET] ALL
```

Figure 2-9: Using the new PSR report (step 4g)

4. If you selected the sort criteria of Allowance Category, Billing Entity, or Insurer Type, you will prompted to select what type of report you would like from a list of options. Type the number of the report type at the "Select Report Type:" prompt.

```
    Select one of the following:

  1           Summarize by ALLOW CAT/BILL ENTITY/INS TYPE
  2           Summarize by PAYER w/in ALLOW CAT/BILL ENTITY/INS TYPE
  3           Summarize by BILL w/in PAYER w/in ALLOW CAT/BILL ENTITY/INSTYPE

Select REPORT TYPE: 1// 2 Summarize by PAYER w/in ALLOW CAT/BILL ENTITY/INS
TYPE
```

Figure 2-10: Using the new PSR report (step 5)

5. Type the beginning date you would like to include in your report at the "Select Beginning Date:" prompt.

6. Type the ending date you would like to include in your report at the "Select Ending Date:" prompt.

7. Type the name of an output device at the "Output Device:" prompt.

```
 =========== Entry of TRANSACTION DATE Range =============

Select Beginning Date: T-365  (JUN 04, 2002)
Select Ending Date: T  (JUN 04, 2003)


Output DEVICE: HOME// [RET]
```

Figure 2-11: Using the new PSR report (Step 6-8)

8. A report similar to Figure 2-12 will print. The report will vary depending on the criteria you selected.

```
          WARNING: Confidential Patient Information, Privacy Act Applies
================================================================================
Period Summary Report for ALL INSURER TYPE(S)       JUN 4,2003@11:14   Page 1
 Sorted by PAYER with TRANSACTION DATES from 06/04/2002 to 06/04/2003
 at ALL Visit location(s) regardless of Billing Location
================================================================================
INSURER TYPE            Billed Amt        Payment     Adjustment        Refund
================================================================================


*** VISIT Location: DULCE HEALTH CENTER


MEDICAID FI
 MEDICAID PRESBY             0.00           0.00          39.00           0.00
 NEW MEXICO MEDI           344.00       1,184.00           0.00         378.00
                      --------------- -------------- -------------- --------------
 ** Ins Type Total         344.00       1,184.00          39.00
378.00
PRIVATE INSURANCE
 BCBS OF NEW MEX             0.00          25.00           1.49           0.00
 LOVELACE HEALTH           106.00           0.00           0.00           0.00
 NEW MEXICO BC/B           372.37           4.90           0.00           0.00



          WARNING: Confidential Patient Information, Privacy Act Applies
================================================================================
Period Summary Report for ALL INSURER TYPE(S)       JUN 4,2003@11:16   Page 2
 Sorted by PAYER with TRANSACTION DATES from 06/04/2002 to 06/04/2003
 at ALL Visit location(s) regardless of Billing Location
================================================================================
INSURER TYPE            Billed Amt        Payment     Adjustment        Refund
================================================================================

 PRESBYTERIAN HE            96.00          98.00          11.96           0.00
                      --------------- -------------- -------------- --------------
**Ins Type Total          574.37         127.90          13.45           0.00
                      --------------- -------------- -------------- --------------
***VISIT Loc Total        918.37       1,311.90          52.45         378.00
                      =============== ============== ============== ==============
***** REPORT Total        918.37       1,311.90          52.45         378.00
```

Figure 2-12: Using the new PSR report (step 9)

2.2   Age Summary Report (ASM)

This report has been expanded to allow sorting by Discharge Service. Also, bill level detail has been added, allowing better tools for reconciliation.

Note: Insurer type abbreviations are listed below:

H	HMO
M	MEDICARE SUPPL
D	MEDICAID FI
R	MEDICARE FI
P	PRIVATE INSURANCE
W	WORKMEN'S COMP
C	CHAMPUS
F	FRATERNAL ORGANIZATION
N	NON-BENEFICIARY (NON-INDIAN)
I	INDIAN PATIENT
K	CHIP (KIDSCARE)

Running the improved ASM report

1. Type ASM at the "Select Aging Reports Menu Option:" prompt in the Aging Reports menu located in the A/R reports menu.

2. Type the name of a location at the "Select Visit Location:" prompt. To select ALL locations, press the Return key at a blank "Select Visit Location:" prompt. If you enter a location name, you will only be allowed one location.
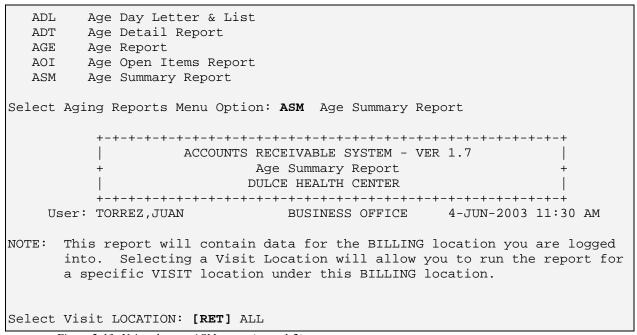
```
   ADL    Age Day Letter & List
   ADT    Age Detail Report
   AGE    Age Report
   AOI    Age Open Items Report
   ASM    Age Summary Report

Select Aging Reports Menu Option: ASM  Age Summary Report

          +-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+
          |           ACCOUNTS RECEIVABLE SYSTEM - VER 1.7        |
          +                   Age Summary Report                  +
          |                   DULCE HEALTH CENTER                 |
          +-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+
     User: TORREZ,JUAN             BUSINESS OFFICE     4-JUN-2003 11:30 AM

NOTE:  This report will contain data for the BILLING location you are logged
       into.  Selecting a Visit Location will allow you to run the report for
       a specific VISIT location under this BILLING location.


Select Visit LOCATION: [RET] ALL
```
Figure 2-13: Using the new ASM report (steps 1-2)

3. Type the number of one of the options (1-7) at the "Select Criteria for Sorting:" prompt.

```
     Select one of the following:

          1               A/R ACCOUNT
          2               CLINIC TYPE
          3               VISIT TYPE
          4               DISCHARGE SERVICE
          5               ALLOWANCE CATEGORY
          6               BILLING ENTITY
          7               INSURER TYPE

Select criteria for sorting:
```

Figure 2-14: Using the new ASM report (step 4)

a. If you select 1 (A/R Account), type a A/R account number at the "Select A/R Account:" prompt. You can type another A/R account number at the "Select Another A/R Account:" prompt. If you want to select all A/R accounts, press the Return key at a blank "Select A/R Account:" prompt. You may also type **??** to see a list of available options.

```
Select criteria for sorting: 1  A/R ACCOUNT

Select A/R Account: ALL// 2  DULCE HEALTH CENTER
Select Another A/R Account: 3  UN-ALLOCATED
Select Another A/R Account: [RET]
```

Figure 2-15: Using the new ASM report (step 4a)

b. If you select 2 (Clinic Type), type a clinic name at the "Select Clinic:" prompt. You can type another clinic name at the "Select Another Clinic:" prompt. If you want to select all clinics, press the Return key to accept the default of All. You may also type **??** to see a list of available options.

```
 Select criteria for sorting: 2  CLINIC TYPE

Select Clinic: ALL// CARDIAC          02
Select Another Clinic: PEDIATRIC          20
Select Another Clinic: [RET]
```

Figure 2-16: Using the new ASM report (step 4b)

c. If you select 3 (Visit Type), type a visit type at the "Select Visit Type:" prompt. You can type another visit type at the "Select Another Visit Type:" prompt. If you want to select all visit types, press the Return key to select the default of ALL. You may also type **??** to see a list of available options.

```
 Select criteria for sorting: 3  VISIT TYPE

Select Visit Type: ALL// [RET] ALL
```

Figure 2-17: Using the new ASM report (step 4c)

d. If you select 4 (Discharge Service), type a discharge service at the
    "Select Discharge Service:" prompt. You can type another discharge
    service at the "Select Another Discharge Service:" prompt. If you
    want to select all discharge services, press the Return key at a blank
    "Select Discharge Service:" prompt. You may also type **??** to see a
    list of available options.

```
 Select criteria for sorting: 4  DISCHARGE SERVICE

Select Discharge Service: ALL// OTHER                        14
Select Another Discharge Service: Pediatrics                      11
Select Another Discharge Service: [RET]
```
Figure 2-18: Using the new ASM report (step 4d)

e. If you select 5 (Allowance Category), select from the list of options
    and type the number of an allowance category at the "Select Type of
    Allowance Category to Display:" prompt. If you want to select all
    categories, press the Return key at a blank "Select Type of Allowance
    Category to Display:" prompt.

```
Select criteria for sorting: 5  ALLOWANCE CATEGORY

     Select one of the following:

          1         MEDICARE
          2         MEDICAID
          3         PRIVATE INSURANCE (INS TYPES P H F M)
          4         CHIP
          5         OTHER           (INS TYPES W C N I)

Select TYPE of ALLOWANCE CATEGORY to Display:
```
Figure 2-19: Using the new ASM report (step 4e)

f. If you select 6 (Billing Entity), select from the list of options and type
    the number of billing entity at the "Select Type of Billing Entity to
    Display:" prompt. If you want to select all categories, press the Return
    key at a blank "Select Type of Billing Entity to Display:" prompt.

```
Select criteria for sorting: 6  BILLING ENTITY

     Select one of the following:

          1          MEDICARE
          2          MEDICAID
          3          PRIVATE INSURANCE
          4          NON-BENEFICIARY PATIENTS
          5          BENEFICIARY PATIENTS
          6          SPECIFIC A/R ACCOUNT
          7          SPECIFIC PATIENT
          8          WORKMEN'S COMP
          9          PRIVATE + WORKMEN'S COMP
          10         CHIP

Select TYPE of BILLING ENTITY to Display:
```

Figure 2-20: Using the new ASM report (step 4f)

g. If you select 7 (Insurer Type), select from the list of insurer types and type the number of insurer type at the "Select Insurer Type to Display:" prompt. If you want to select all categories, press the Return key at a blank "Select Insurer Type to Display:" prompt.

```
Select criteria for sorting: 7  INSURER TYPE

     Select one of the following:

          H          HMO
          M          MEDICARE SUPPL.
          D          MEDICAID FI
          R          MEDICARE FI
          P          PRIVATE INSURANCE
          W          WORKMEN'S COMP
          C          CHAMPUS
          F          FRATERNAL ORGANIZATION
          N          NON-BENEFICIARY (NON-INDIAN)
          I          INDIAN PATIENT
          K          CHIP (KIDSCARE)

Select INSURER TYPE to Display:
```

Figure 2-21: Using the new ASM report (step 4g)

4. If you selected the sort criteria of Allowance Category, Billing Entity, or Insurer Type, you will prompted to select what type of report you would like from a list of options. Type the number of the report type at the "Select Report Type:" prompt.

5. Type the name of an output device at the "Output Device:" prompt.

```
    Select one of the following:

    1            Summarize by ALLOW CAT/BILL ENTITY/INS TYPE
    2            Summarize by PAYER w/in ALLOW CAT/BILL ENTITY/INS TYPE
    3            Summarize by BILL w/in PAYER w/in ALLOW CAT/BILL ENTITY/INSTYPE

Select REPORT TYPE: 1// 2  Summarize by PAYER w/in ALLOW CAT/BILL ENTITY/INS
TYPE

Output DEVICE: HOME//
```

Figure 2-22: Using the new ASM report (steps 5-6)

> 6. A report similar to Figure 2-23 will print. The report will vary depending on the criteria you selected.

```
        WARNING: Confidential Patient Information, Privacy Act Applies
===============================================================================
Age Summary Report for ALL BILLING SOURCE(S)      JUN 4,2003@12:19   Page 1
at ALL Visit location(s) under DULCE HEALTH CENTER Billing Location
===============================================================================
BILLING ENTITY     CURRENT    31-60     61-90     91-120      120+    BALANCE
===============================================================================


MEDICAID
 MEDICAID CIMARRON     0.00      0.00      0.00      0.00   6828.56   6828.56
 MEDICAID LOVELACE     0.00      0.00      0.00      0.00   4128.52   4128.52
 MEDICAID PRESBYTER    0.00      0.00      0.00      0.00   4408.03   4408.03
 MONTANA MEDICAID      0.00      0.00      0.00      0.00    172.00    172.00
 NEW MEXICO MEDICAI    0.00    378.00      0.00      0.00  53199.12  53577.12
                   --------- --------- --------- --------- --------- ----------
BILL ENTITY TOTAL     0.00    378.00      0.00      0.00  68736.23  69114.23

MEDICARE
 MEDICARE             0.00      0.00      0.00      0.00  12901.73  12901.73
                   --------- --------- --------- --------- --------- ----------
BILL ENTITY TOTAL     0.00      0.00      0.00      0.00  12901.73  12901.73

NON-BENEFICIARY PAT




        WARNING: Confidential Patient Information, Privacy Act Applies
===============================================================================
Age Summary Report for ALL BILLING SOURCE(S)      JUN 4,2003@12:20   Page 4
at ALL Visit location(s) under DULCE HEALTH CENTER Billing Location
===============================================================================
BILLING ENTITY     CURRENT    31-60     61-90     91-120      120+    BALANCE
===============================================================================

 PRESBYTERIAN HEALT    0.00      0.00      0.00      0.00   2077.26   2077.26
 UNITED HEALTH CARE    0.00      0.00      0.00      0.00    442.19    442.19
 WEA INSURANCE         0.00      0.00      0.00      0.00    371.64    371.64
                   --------- --------- --------- --------- --------- ----------
BILL ENTITY TOTAL     0.00      0.00      0.00      0.00  54258.64  54258.64

WORKMEN'S COMP
 WORKMEN'S COMP        0.00      0.00      0.00      0.00    114.20    114.20
                   --------- --------- --------- --------- --------- ----------
BILL ENTITY TOTAL     0.00      0.00      0.00      0.00    114.20    114.20
                   ========= ========= ========= ========= ========= ==========
                      0.00    378.00      0.00      0.00 136617.09 136995.09
```

Figure 2-23: Using the new ASM report (step 7)

2.3   Setting PSR and ASM Parameters

> **Note**: If you want the PSR and ASM to balance, the Location for
> Reports in A/R SITE PARAMETER must be set to VISIT.

```
Select A/R SITE PARAMETER/IHS RPMS SITE:        ALBUQUERQUE HOSPITAL
MULTIPLE 3P EOB LOCATIONS: YES// [RET]
MULTIPLE FISCAL EOB LOCATIONS: YES//[RET]
USABLE: USABLE//[RET]
ACCEPT 3P BILLS: ACCEPT//[RET]
ROLL OVER DURING POSTING: ASK//[RET]
SMALL BALANCE: 5.00//[RET]
Location Type For Reports: VISIT// or BILLING
```

Figure 2-24: Setting up your site parameters

Based on the site parameter setup, you will see a message when running the following reports.

- Age Detail Report
- Age Summary Report
- Bills Listing Report
- A/R Statistical Report
- Transaction Report

If site parameter is set to BILLING, you will see this message when running the above reports.

> **Note**: This report will contain data for the BILLING location you are logged into. Selecting a Visit Location will allow you to run the report for a specific VISIT location under this BILLING location.

If site parameter is set to VISIT, you will see this message when running the above reports.

> **Note**: This report will contain data for VISIT location(s) regardless of BILLING location.

3.0   Contact Information

If you have any questions or comments regarding this distribution, please contact the ITSC Help Desk by:

Phone: (505) 248-4371 or

(888) 830-7280

Fax: (505) 248-4199

Web: http://www.rpms.ihs.gov/TechSupp.asp

Email: ITSCHelp@mail.ihs.gov